

TIME AND ATTENDANCE OVERVIEW

○ Automated Time and Attendance

- Clients scan their ID's when entering the office and classrooms.
- Information is fed to an electronic timesheet.
- Career Coaches verify information and built in constraints ensure time activities and time are calculated accurately.
- Time Sheet are signed electronically.
- No paper required for time and attendance.

SEARCH FOR CLIENT TIMESHEET

By Last Name

The screenshot shows a web browser window with the address bar displaying `https://intranet/efrms/programs/select_client.asp`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar is a search menu with a star icon and a plus icon. The main content area has a light blue background and is titled "SEARCH METHOD". Inside this area, there is a white rectangular box containing three buttons: "SSN", "Last Name", and "Partial SSN". The "Last Name" button is circled in red, indicating it is the selected search method.

SEARCH METHOD

SSN
Last Name
Partial SSN

SEARCH FOR CLIENT TIMESHEET

Choose Week

SEARCH MENU - Windows Internet Explorer provided by Transitional Work Corporation

https://intranet/efrms/programs/select_client.asp?type= Google

File Edit View Favorites Tools Help

SEARCH MENU

SEARCH BY LAST NAME

CLIENT LAST NAME: jones

WEEK BEGINNING (SUNDAY): 11/04/2007

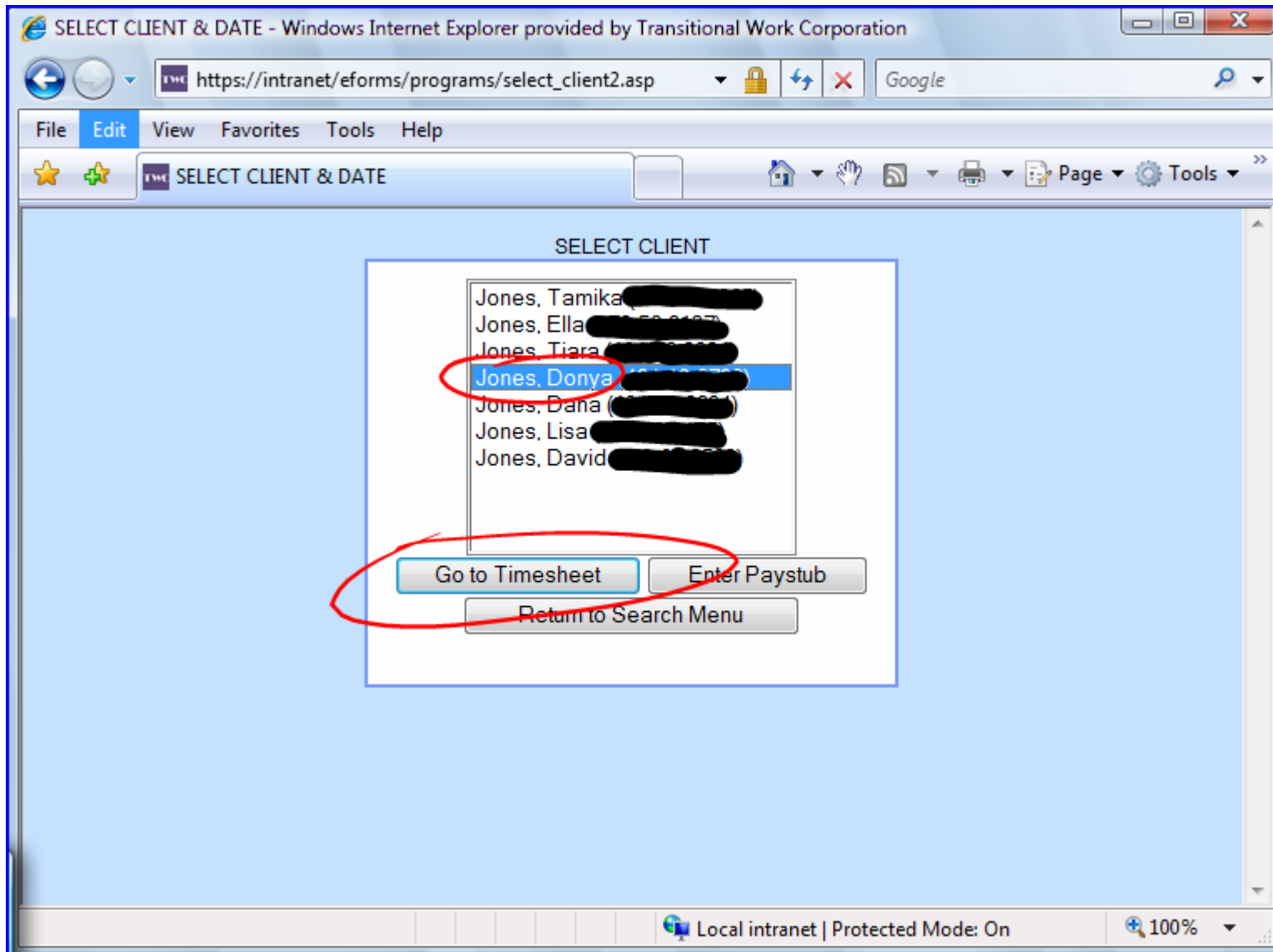
<< November 2007 >>

S	M	T	W	T	F	S
28	29	30	31	4	5	6
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
Today						

Local intranet | Protected Mode: On 100%

SEARCH FOR CLIENT TIMESHEET

Choose By Full Name, SSN



SIGN AND PAID

- Once signed electronically, the finance department runs a report and marks the timesheet paid.
- This is illustrated in the final two slides.

Client Timesheet Windows Internet Explorer provided by Transitional Work Corporation

https://intranet/eforms/programs/par_timesheet.asp

Client Timesheet

Excused: 26(PWE) 7 0

Activity 2: clear clear

Friday (8/10/2007) Activity 1: 8:30 AM 4:30 PM 7 0

Excused: Activity 2: clear clear

Saturday (8/11/2007) Activity 1: 0 0

Excused: Activity 2: clear clear

Please send appropriate verification for each Excused Absence to MIS.

Save

Total PWE	Total Core	Total Other
25	25	2

If you recieved a fax, email or hardcopy with signatures: please select the appropriate item and click the "Save" button above.

Select

I have reviewed this form with my career coach and agree that it accurately accounts for my attendance for this week.

Client Signature:

Client

Erase Signature Accept Signature

Career Coach: Work Partner:

Coach WP

Erase Signature Accept Signature

Erase Signature Accept Signature

Local intranet | Protected Mode: On 100%

Client Timesheet - Windows Internet Explorer provided by Transitional Work Corporation

https://intranet/eforms/programs/par_timesheet.asp

File Edit View Favorites Tools Help

Client Timesheet

enrID: 121149
ATTENDANCE FORM

PROGRAM: P@W PROVIDER: TWC Week Starting SUNDAY: 10/07/2007

CLIENT NAME: Donya Jones SSN: [REDACTED] DIST: [REDACTED] EARN CTR: [REDACTED]

Excused Absence credit must not exceed six(6) hours, even if regular scheduled activity exceeds that amount.

Core Activity Codes:
PWE - 26 CS-20 Job Search - 42 Other Activity Codes:
HS Diploma - 35 No HS Diploma - 34

Date	Activities	Time In	Time Out	Activity 1	Activity 2
Sunday (10/07/2007)	Activity 1:				
Excused:	Activity 2:			0 clear	0 clear
Monday (10/8/2007)	Activity 1: 35(HS/GED)	9:00 AM	4:00 PM	7 clear	0 clear
Excused:	Activity 2:				
Tuesday (10/9/2007)	Activity 1: 35(HS/GED)	9:48 AM	10:08 AM	0.33 clear	6.25 clear
Excused:	Activity 2: 26(PWE)	10:25 AM	4:40 PM		
Wednesday (10/10/2007)	Activity 1: 26(PWE)	8:30 AM	12:00 PM	3.5 clear	3.5 clear
Excused:	Activity 2: 26(PWE)	1:00 PM	4:30 PM		
Thursday (10/11/2007)	Activity 1: 26(PWE)	8:30 AM	12:00 PM	3.5 clear	3.5 clear
Excused:	Activity 2: 26(PWE)	1:00 PM	4:30 PM		
Friday (10/12/2007)	Activity 1: 26(PWE)	8:30 AM	12:00 PM	3.5 clear	3.5 clear
Excused:	Activity 2: 26(PWE)	1:00 PM	4:30 PM		
Saturday (10/13/2007)	Activity 1:			0 clear	0 clear
Excused:	Activity 2:				
Please send appropriate verification for each Excused Absence to MIS.				Total PWE	Total Core
LOCKED				27.25	27.25
					7.33

If you recieved a fax, email or hardcopy with signatures: please select the appropriate item and click the "Save" button above.

Done Local intranet | Protected Mode: On 100%